



## Woodgreen Evangelical Church

# Data Privacy Notice

How Woodgreen Evangelical Church uses your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

### 1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The data we hold includes personal information such as name, telephone number, address and email address. It may also include gender, financial giving and details of pastoral advice. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

### 2. Who are we?

Woodgreen Evangelical Church is the data controller (contact details below). This means that it decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Woodgreen Evangelical Church complies with its obligations under the 'GDPR' by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To contact you and help other church members and friends to contact you
- To administer membership records
- To maintain records of ministries you are involved with and activities you/your children attend
- To provide appropriate pastoral care
- To manage our employees and volunteers
- To maintain our own accounts and records (including the processing of gift aid applications)
- To fulfil our purposes as a church and to comply with law regarding data sharing
- To send you our weekly newsletter 'church matters' and other communications regarding our activities.
- Where necessary, to send out prayer mobile phone texts concerning an emergency/urgent prayer request. If possible, personal or family consent would be obtained at the time of the text.

We do not share your information with others except as described in this notice.

### 4. What are our lawful bases for processing personal data?

- For legitimate interests, as a not-for-profit body with a religious aim with the following provisos:
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes)
  - there is no disclosure to a third party without consent
- Carrying out legal obligations in relation to Gift Aid or under employment, social security or social protection law, or a collective agreement;
- Contracts with individuals (employment)
- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.
- Vital interests, where processing might protect someone's life (e.g. details of nut allergy)

## **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the church with your consent.

## **6. How long do we keep your personal data?**

We keep data in accordance with the guidance set out in our 'Retention Policy' (copies available from the church office).

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Woodgreen Evangelical Church holds about you, to be received within thirty days of your request
- The right to request that Woodgreen Evangelical Church corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for Woodgreen Evangelical Church to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to choose how the church contacts you
- The right to choose how your data is displayed
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries or complaints please in the first instance contact Martyn Walley, the Data Protection Compliance Manager.

c/o Church Office  
Woodgreen Evangelical Church  
Hastings Drive  
Worcester  
WR4 0SR

01905 754548    churchmanager@woodgreenchurch.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

For reporting concerns <https://ico.org.uk/concerns/>